

June 8, 2012

To: Executive Board

Subject: **Change Notice and Contract Amendment for Fare Collection Equipment**

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## Recommendations

Authorize the Executive Director to issue a Change Notice and execute an amendment to Agreement No. 03-009 with Cubic Transportation in the amount of Three Hundred and Fifty Thousand Dollars (\$350,000) for the purchase of additional Transit Access Pass (TAP) enabled equipment.

## Analysis


In February 28, 2003 Foothill Transit entered into a contact with Cubic Transportation to purchase a fare collection and reporting system. This equipment has been installed and is currently in operation. A number of procedural improvements to enhance security at Foothill Transit's Arcadia operations and maintenance facility are recommended and can be accommodated by the restructuring of some fare collection functions. These improvements require additional equipment and minor construction. These measures will require a departure from the current farebox probing and coach fueling procedures. Under the current practice probing, vaulting and fueling of the buses occurs at the end of each service day after the buses have returned from service. Buses are parked after entering the facility to be probed and vaulted later that evening. Best practice dictates that a process that facilitates probing and vaulting of the buses immediately as the bus enters the facility is more secure than one where buses with cash are parked to be later probed and vaulted.

The recommended improvements to the probing and vaulting procedure will require the purchase of additional equipment. The additional equipment will be used to establish another probing and vaulting service line as use of the existing equipment for this purpose is not feasible.

## Budget Impact

There is sufficient funding in Foothill Transit's FY 2012 budget for the additional equipment. This funding which was received from Metro can only be used for this project.

Sincerely,



Richard Hasenohr  
Director of Finance



Doran J. Barnes  
Executive Director